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10 December 1974

MEMORANDUM FOR: Comptroller
Director of Personnel

1. There has recently been, as we know, some stirring around on several matters pertaining to the administration of the supergrade mechanism in the Agency. Some of this stirring has been focused on the methodology used to classify the positions, plus there has been some other stirring on the matter of allocating the ceiling itself. Attached is a concept paper, written by yours truly, which endeavors to properly assign responsibilities and to add a few new thoughts on how to administer the program. I am attaching two copies each of the paper so that you may share it with others in your units to gain a reaction.

2. I hope to have a session next week with both of you plus anyone else you would care to bring. There may be better ways of handling the matter, but at least we have here a new point of departure.

/s/

John F. Blake
Deputy Director
for
Administration

Attachment

Distribution:

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